



**MINUTES  
CITY COUNCIL MEETING  
April 4, 2023**

**CALL TO ORDER**

The meeting was called to order at 6:33 pm.

**Present:** Mayor: Charlie Miner; Council: Jahn Dyvik, and Gina Joyce

**Staff Present:** City Administrator: Scott Weske; Public Works Director: Sean Diercks; and City Clerk: Jeanette Moeller

**Absent:** Council: Deirdre Kvale and Mike Feldmann (both with prior notice)

**PLEDGE OF ALLEGIANCE**

**MAYOR'S COMMENTS – LONG LAKE NEWS, MEETING REVIEW AND UPDATES**

Mayor Miner offered the following comments and updates:

The Council had met in a Work Session prior to the regular meeting, at which Fire Department matters were discussed.

The Spring Clean-Up Day event is coming up on Saturday, April 22. Also, on Sunday, April 23, the Long Lake Fire Department will hold their annual Pancakes and French Toast Breakfast.

**APPROVE AGENDA**

*A motion was made by Dyvik, seconded by Joyce, to approve the agenda as presented. Ayes: all.*

**CONSENT AGENDA**

The Consent Agenda consisted of:

- A. Approve Minutes of March 21, 2023 City Council Work Session Meeting
- B. Approve Minutes of March 21, 2023 City Council Meeting
- C. Approve Vendor Claims and Payroll
- D. Adopt Resolution No. 2023-18 Making a Selection Not to Waive the Statutory Tort Liability Limit Established by Minnesota Statutes 466.04
- E. Authorize and Direct Staff to Reconvey 305 Lindawood Lane, PID #35-118-23-42-0040, to the State of Minnesota

Council member Dyvik asked for additional detail related to the Lindawood Lane parcel proposed for reconveyance under Consent Agenda Item E.

City Administrator Weske provided further background on the parcel, reviewed the three options open to the City as they respond to the State's request, and explained the recommended action to reconvey the property to the State.

Council and staff discussed pros and cons of the different options for the 305 Lindawood Lane property.

*A motion was made by Dyvik, seconded by Miner, to approve the Consent Agenda as presented. Ayes: all.*

## **OPEN CORRESPONDENCE**

No one was in attendance to address the City Council during Open Correspondence.

## **BUSINESS ITEMS**

### **Approve General Fund Transfer to Permanent Improvement Revolving Fund**

Weske advised that it is the City's policy to maintain an unassigned General Fund balance of 50% of the General Fund revenue balance; however, as of December 31, 2022, that balance was around 170% due to the influx of building permit revenue and staff being able to keep spending below budget. Weske stated that the recommendation from staff at this time is to approve a transfer of \$1,310,000 into the Permanent Improvement Revolving Fund from the General Fund, and he responded to Council member questions regarding the nature of the Permanent Improvement Revolving Fund.

*A motion was made by Dyvik, seconded by Miner, to authorize and direct staff to transfer \$1,310,000 to the Permanent Improvement Revolving Fund. Ayes: all.*

### **Approve the Purchase of the 2000 Elgin Eagle Model F Mechanical Sweeper for the Public Works Department**

Public Works Director Diercks introduced the request to purchase a new sweeper. The City has always contracted with an outside vendor for street sweeping services typically twice a year. There used to be three good vendors that the City would rely on to complete this work, but because of a retirement, there are now only two vendors which makes street sweeping much harder to schedule. He recalled that when the new MS4 storm water permit was approved, Council and staff had discussed the possibility of the City acquiring its own sweeper. Over the last few years there have been challenges with regard to purchasing equipment, but staff has now located a clean, low hours, used sweeper that they would like to recommend for purchase.

Council member Dyvik asked what the cost has been to have the contractors complete the sweeping.

Diercks replied that when he first began at the City in 2018, street sweeping was about \$5,000/year and now it is up to about \$8,000/year for just two services. With the proposed purchase, Public Works staff will be able to sweep City streets whenever they want or whenever it is needed. He added that his hope is to be able to sweep at least once a month.

*A motion was made by Joyce, seconded by Miner, to approve the purchase of a 2000 Elgin Eagle Model F Mechanical Street Sweeper from Environmental Equipment and Services, Inc. for \$59,950.000, as quoted. Ayes: all.*

In an unrelated item, Diercks observed that there have been several issues with motorists hitting streetlight poles on Wayzata Boulevard W over the last five years. As he was plowing last week, he was taking a look in the area and noticed that the light poles did not have reflective tape on them. He stated that he would like the Council to take a look at reflective tape he had purchased for this use and give their opinion.

The Council asked questions on MnDOT requirements and discussed color and placement of the reflective tape.

Council members agreed that the yellow reflective tape Diercks had ordered could be placed on those light poles that are particularly at risk, such as those located at corners. They also expressed a preference for using white reflective tape when possible if the tape turns out to be effective in reducing impacts to the poles.

### **Discussion of Code Enforcement Policy**

City Clerk Moeller reported that staff has been having discussions about the possibility of implementing a more proactive, firm approach to code enforcement. She noted that they have also been exploring the feasibility of contracting with the Wayzata Police Department's Community Service Officers for routine code enforcement, which is something that is not currently covered in the Police contract.

Pending the outcome of that idea, in the meantime, staff will be responding to code enforcement complaints by sending the first notification via certified mail so there is a record of delivery, allow three weeks to respond, and then issue a second notice if necessary with a two-week compliance request delivered by hand from a CSO with the Police Department. She reiterated that staff feels exploring a supplemental contract with the Wayzata Police Department for Community Service Officer code enforcement is worth doing. She listed examples of common code enforcement issues such as grass being too long, too many vehicles, containers and recreational vehicles parked on properties, vehicles with expired tabs, and junk. She noted that there are a number of properties that have these types of conditions scattered throughout the City.

Mayor Miner asked if the City would need to amend their ordinances in order to allow a CSO to conduct this work.

Moeller did not believe that would be necessary, but would double check City Code to make sure.

Council member Dyvik stated that if an arrangement is worked out, he thinks enforcement efforts should extend to the businesses in the City because there are some violations there as well.

### **Updates and Discussion Regarding Fire Department Matters**

Mayor Miner indicated that the City had hired a new Fire Chief a few weeks ago and he had begun work last week. Chief Heiland has hit the ground running and Mayor Miner believes that he will be a great addition to the Fire Department. He mentioned that there will be a Future Fire Services meeting held on the first Wednesday in May. Additionally, he noted that the City continues to have their door open for discussions with the City of Orono.

Council member Dyvik added that he anticipates he and Mayor Miner will try to get together with Orono Council members Seals and Johnson within the next week or so to discuss the recent proposals. He reported that there had been a Fire Advisory Board meeting earlier in the day prior to the Council meeting.

### **OTHER BUSINESS**

**League of Minnesota Cities Conference** - Mayor Miner stated that the League of Minnesota Cities holds an annual conference in June for elected officials, and he is planning to attend this year's event.

**LMCC Meeting Streaming** - Moeller informed Council that the CAT5 cable necessary for the LMCC to be able to offer livestreaming services had been installed. She shared viewership data that has been gathered from online meeting viewing in first quarter 2023. She explained that unfortunately, internet service speed at City Hall cannot support the livestreaming technology at this time; however, the plan is when additional internet infrastructure is put into place at the development adjacent to City Hall, the City will make a change in internet providers that will enable implementing improved technologies including the addition of livestreaming Council meetings.

**Refills for Dog Waste Station** - Council member Joyce reported that the dog waste station in Hardin Park that was donated by the Long Lake Waters Association was out of doggie bags, and asked if those were donated or if the City purchases the bag refills. Diercks clarified that the City purchases the doggie bags and Public Works has been working on restocking the summer type items.

**Street Maintenance** – Diercks mentioned that some of the City’s streets did not escape the effects of this past winter, and he advised the Council that they can expect some projects coming forward in order to conduct maintenance on those streets sometime in the next few weeks.

**Spring Leaf Pickup Dates** - Moeller indicated that an updated City newsletter will be distributed soon, and staff is working to schedule spring leaf pickup dates for May 2, 2023 and May 9, 2023.

**Absence Notification** - Council member Joyce noted that she would not be present for the May 16, 2023 meeting.

**ADJOURN**

*Hearing no objection, Mayor Miner adjourned the meeting by general consent at 7:37 pm.*

Respectfully submitted,

Scott Weske  
City Administrator